

User Manual Resolution Record Series Washington State Digital Archives

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1.0 Definitions

1.1 List of Special Terms and Definitions

WADA Washington State Digital Archives

Record A collection of information that contains fields.

JPEG A file format commonly known as an image format used by

digital cameras and other photographic image capture

devices.

Keyword Search A keyword search allows the user to search on all *other*

records in our collection that are NOT name based records. The keyword field allows the user to enter one or more terms

to locate records which contain these words.

Detailed Search A detailed search allows the user to select one record series

and search on additional fields that are pertinent only to that

record series.

2.0 Resolutions Record Series Instructions

2.1 Purpose

The purpose of this user manual is to provide the user with specific instructions in order to successfully search and obtain records within the Resolution Record Series.

2.2 Dependencies

One of the following browsers must be installed and configured properly in order to access the Resolutions Record Series from the Digital Archives website.

- Internet Explorer 6.0 or 7.0
- Firefox 2.0 to 3.0
- Safari 3.2
- Opera 9.27

The following installation of the browser Lizardtech DJVU is an optional browser that may be installed to view images within a record of the Resolution Record Series.

http://www.celartem.com/en/download/

2.3 Keyword Search

Launch your browser; navigate to the Digital Archives website www.digitalarchives.wa.gov click the *Keyword Search* tab.

A keyword search can be searched against the **Party Name**, **Party Type**, **Committee** and **Resolution Number**.



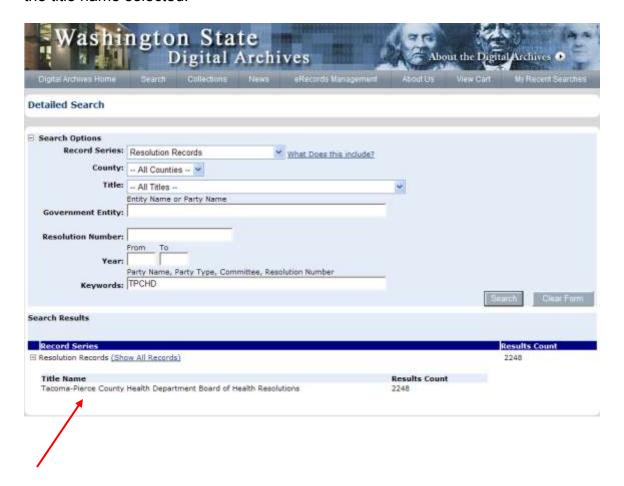
In the Record Series drop down list select "Resolution Records". Then type in a key word to call up a record. For example: Type in "TPCHD" then click on Search.



There are 2248 matches associated with the Keyword "TPCHD", to view the record click on the *Resolution Records* (*Show All Records*) link or expand the *Resolution Record* by clicking on the plus sign.



To select a title, click on a title under the *Title Name* heading to view records for the title name selected.



The application will navigate to the *Detailed Search* page where a specific record may be called up by clicking on any of the fields such as:

Party Name: the party name will contain the party and the city, for example;

TPCHD or City of Roy.

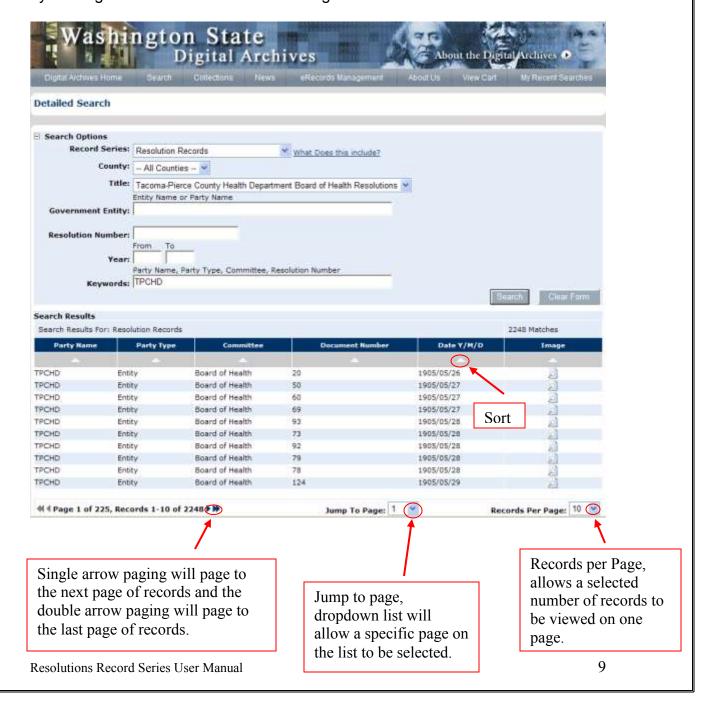
Party Type: Local Government and State Agencies. **Committee:** Local Government and State Agencies.

Document Number: Is a Unique reference number for the individual record.

Date: Date the Minute was recorded.

Image: Contains the image of Resolution Records.

These fields are differentiated by date such as "1905/05/26" and can be sort able by clicking on the arrow under the headings.



Once a record is selected the application will navigate to the *View Record* page where the Meta data on the left of that page can be viewed and the image to the right of the page may be opened, saved and viewed.



This is a sample image of the "1905/05/26" record after a viewable format has been selected.

RESOLUTION NO. 20

This resolution recinds Section III of Resolution No. 5 and Resolution No. 9 pertaining to the vacation accrual and schedule for employees of the Combined Health Department and sets forth a new accrual and schedule as shown below:

DAYS EARNED	TOTAL DAYS EARNED	
12	12	
12+1	13	
12+2	14	
12+2	14	
12+3	15	
	12 12+1 12+2 12+2	

- Each regular, probationary, or appointive full-time employee shall earn vacation leave at the rate of one (1) working day for each full calendar month of service and, for each year thereafter, one (1) bonus day, to a maximum of thirty (30) days annual accrual. Bonus days shall be credited to the employee at the first of the calendar year in which any of the above periods of service will be complete.
- Except for the rate of accrual herein above set forth, the provision of Section I.12.220 of the official code of the City of Tacoma shall govern vacation practices.
- 3. The effective date of the rate of accrual shall be 1/1/73.

BOARD OF HEALTH	*
Ву	
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Ву	

Adopt ed____

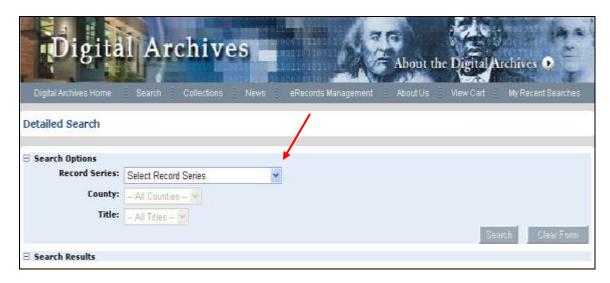
2.4 Detailed Search

Launch your browser navigate to the Digital Archives website www.digitalarchives.wa.gov click on the *Detailed Search* tab.

To do a detailed search, select the *Detailed Search* tab or the *Detailed Search* link next to the Record Series drop down list. This will navigate to the Detailed Search Page.



On the *Detailed Search* page under the *Search Options* in the Record Series drop down list a Record Series may be selected.



Select "Resolution Records" in the drop down list. To find out what the drop down list includes click on the "What Does this include" link next to it, this link will display a list of all the titles associated with the Resolution Record Series.



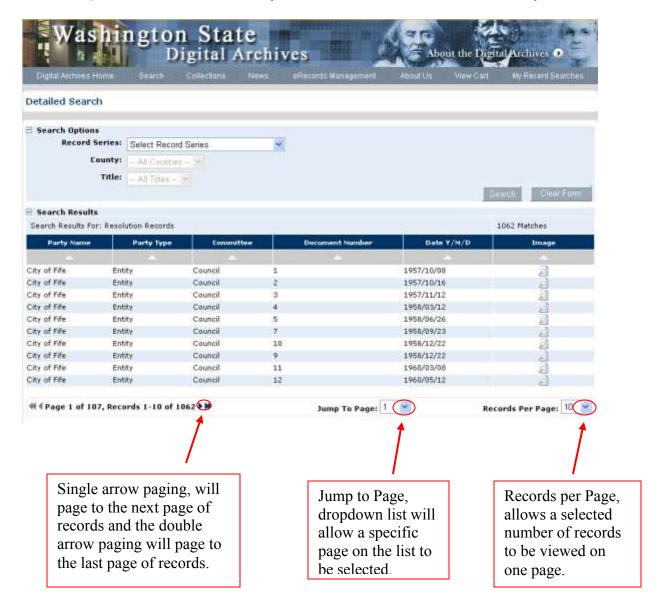
To search for a specific record select *Pierce* in the **County** dropdown list, *Fife City Council Resolutions* in the Title dropdown list, *City of Fife* in the **Keywords** field (A particular party name and date range may also be entered) then click search. Users may type in a keyword such as *City of Fife*, or search by date a range if looking for particular range then, click *Search*.



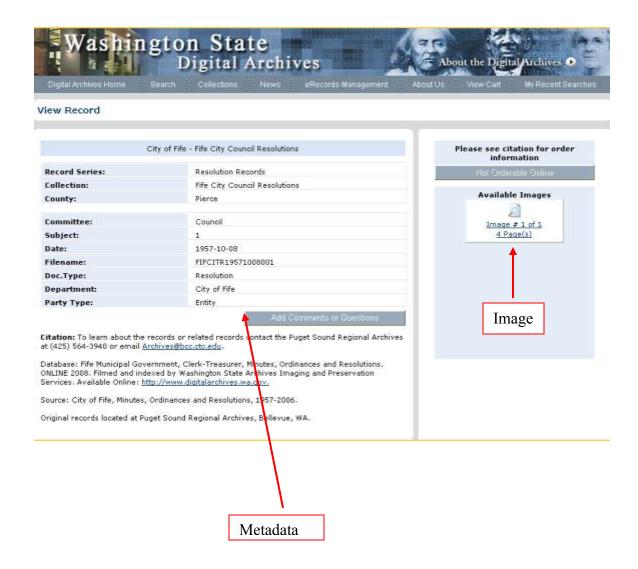
Users may clear the form of their selected Record Series by clicking the Clear Form button at the bottom of the page.



There are 1062 matches found to be associated with the Party Name "City of Fife", to open a record select on any of the fields that are differentiated by date.



This will navigate to the *View Record* page where the Meta data on the left of that page can be viewed and the image to the right of the page may be opened, saved and viewed.



This is a sample image of "1957/10/08" record after a viewable format has been selected.

RESOLUTION NO. 1 TOWN OF FIFE, WASHINGTON

 Λ resolution regarding the transfer of funds from the Street Fund to the Current Expense Fund.

WHEREAS, There now exists a surplus in the Street Fund and additional funds are needed at this time in the Current Expense Fund in order that the Town may meet its outstanding obligations; and WHEREAS, it is the considered conclusion of the Town Council that such sums as needed should be transferred from the Street Fund into the Current Expense Fund;

NOT THEREFORE

BE IT RESOLVED by the Town Council of the Town of Fife:

That the sum of One Thousand One Hundred Fifty Dollars (\$1,150.00) be transferred from the Street Fund into the Current Expense Fund and that said sum shall be transferred back from the Current Expense Fund to the Street Fund during the year of 1950.

Adopted this 8th day of October, 1957.

